Adding Leave on Nako

You can add leave in your time and attendance system so that the system can give the person the working hours for the day. This will help so that the person will not lose overtime to fill missing normal hours. To do so click on the leave tab and click the manage button.

On the next screen you should have a list off all your employees. Select the employee who you want to add leave to.

After that you can click on the new button on the right hand side of the screen.

The add leave screen should now open.

Firstly you can add a reference number if it's applicable but it is not necessary for the leave function to work.

Next you will specify the start and end date of the leave.

After you have chosen the dates you must click on the select shift button.

This will open up a screen with all the days you have chosen. You can now change the shifts if there are more than one shift per day. You can also change the hours if there are cases of half day leave etc.

When you are done doing the changes you can click on the save button at the bottom of the screen.

You should now have returned to the normal add leave screen. You will also now notice that the leave days and hours per days have changed according to the settings that you specified.

Leave Days:	3 ▾	days
Hours Per Day:	8 ▾	hours
Total Hours:	24	

Next you will have to specify a leave type on which the employee is going. Use the dropdown to choose the appropriate leave type.

After that choose the reason code that matches your leave type.

Leave Details

Leave Type:	Annual Leave ▾
Reason Code:	ANN - Annual Leave ▾

In situations where the person is going on sick leave you can add the sick note details if you prefer it.

Do to that you can click on the sick note option at the top of the screen. The sick note detail screen should now appear.

Add Leave

Leave Details | Sick Note | Leave Documents

Sick Note (If Applicable)

|	
Has Received:	⦿ No ○ Yes ☐ Note Required
Doctor:	
Practice No:	
Comments:	

You can type in all the details as required and then go back to leave details. **Please take note that the sick note option is not necessary for the system to work. It's your own preference if you want to insert the details or not.**

Lastly you can add a description of the leave but it is not applicable.

When you are done you can click on the save button at the bottom of the screen.
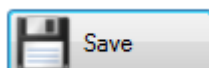
💾 Save

You will receive a message stating that the leave entry has been saved successfully.
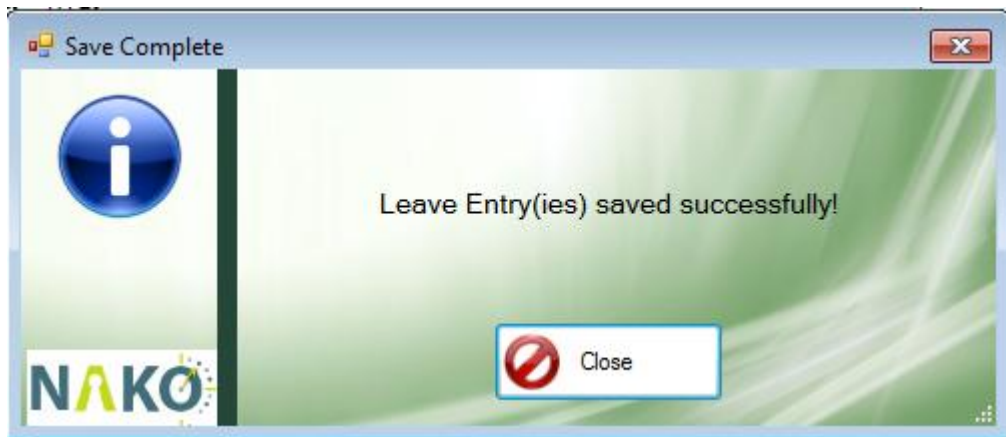
When you look in the middle of the screen the transaction should now be saved.

From	To	Leave Type	Employee	Description
2015/08/17	2015/08/19	Annual Leave	Stephanus Bekker	

When you have a look at your time entries now you should be able to see the leave entries in a purple colour.